



## LINN COUNTY SURVEYOR

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Linn County Courthouse, Room 117  
P.O. Box 100, Albany, Oregon 97321  
Phone 541-967-3857, FAX 541-967-3801

### General procedure to get a partition plat recorded in Linn County.

1. An individual (usually including their surveyor) makes an application with their appropriate city or county planning department. The city or county will then, after reviewing the application, decide if you can proceed with your proposed partition plat.
2. Upon getting approval, the individual should either already have a surveyor hired or they will need to select one to do the survey for them.
3. The surveyor will need to do the research for your project. This will include searching the records of the Linn County Surveyors office for all the necessary recorded surveys, road records, road surveys, railroad records, or BPA records pertinent to your property. The surveyor may then need to check the Linn County Deed records for your deeds and the adjoining deeds to make sure there aren't any deed conflicts. Effective July 1996, the Linn County Surveyor has requested a "title report" for partitions and subdivisions (This is a generic type name; it does not have to be a full blown title report. Some title companies call them "partition plat service reports" or "subdivision guarantee reports"). What the report needs to show is ownership, easements, and any other encumbrances to the subject property. This is very important to insure that the surveyor gets all the correct ownership signatures on partition plats (and subdivisions). After collecting all the necessary reference material, the surveyor will go into the field and locate all necessary property pins. They will then survey around the property to tie in the found monuments, in order to be able to calculate the position of the points that need to be set for your project. Then after doing the computations necessary, the surveyor will go back in the field to set these corners. Once all this has been done, the surveyor will draw up the survey and will send a preliminary paper copy to the Linn County Surveyors office for review. We have 30 days in which to review the preliminary. Then if any changes are necessary, they can be done before the final mylar copies are made.
4. For partition plats and subdivisions your surveyor will need to make two mylar copies, one for the Linn County Clerk (18"x24") 4 mil, and the second for the Linn County Surveyor (18"x24") 4 mil, (the true and exact copy). Once the surveyor has made the mylars, the mylars will need to have the owners signatures (which must be notarized), and the appropriate city approval signatures. Whenever signing the mylars, the owners, city officials or the notary all need to use only a pen with permanent black ink. Notaries are not to use their notary stamp on the mylars, they are only required to sign, print their name, commission number and expiration date. **Do not use a ball point pen** or it will not be accepted for recording. All of the mylar copies will then be brought to the Linn County Surveyor's office, where they will be kept for the remaining signatures before recording. **Creased, folded or otherwise defaced mylars will not be accepted.** The property owners will not take the mylars "around" to the Assessor, Planning or the Recorder.

5. The correct fee must be included with the preliminary for review (see current fee schedule).
6. The Surveyor's office will supply copies of the partition to the Assessor/Tax Collector and Planning departments for their review prior to signing. The Assessor/Tax Collector will check that **all property taxes are paid in full per ORS 92.095**. If you are recording the plat on or before June 30th and your taxes are current, then there won't be any "prepayment". If you record it on or after July 1st (the beginning of the County's tax year), then you will have to pay estimated taxes for the coming tax year. Even though you don't get a tax statement normally until October, your taxes are calculated from July 1st and are considered a lien against your property until they are paid. This "prepayment" is only for those recorded after July 1st and before they have paid their current taxes for the coming tax year. Once we have all the signatures, the Linn County Surveyor will sign the plat and take it to the Clerks office to be recorded.
7. The surveyor who did the partition plat will be sent a recorded copy for his files.
8. The cities are mailed a paper copy of the recorded partition plat, if they have requested them.

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